

Actions Required due to Accounting Date and Open/Closed Period Messages

Below we have highlighted the key business processes in which you may now receive closed period warnings and identified what actions will need to be taken.

FIELD USERS (As applicable to your normal processes):

FUNCTIONAL AREA - PROCURE TO PAY:

- Regular Voucher entry/change

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. Open Period can be maintained in Open Period Update page. OK or Cancel.

What to do:

Please select cancel. The accounting date will need to be changed on the voucher invoice Information tab to a date within the open period.

- eProcurement Requisition entry/change

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Please select cancel. Generally, this should not occur, as the accounting date defaults in as the current date. However, the exception would be a PO that was created *and still unapproved when the period was closed*, thus requiring a date change. If the message is received, the eProcurement requisition accounting date will need to be changed to a date within the open period. The eProcurement requisition cannot be saved without updating the procurement requisition accounting date on the Procurement Requisition Header page. The field user will need to contact the Procurement Department (DPCGA) and request them to make the required change, as the Accounting Date field is not editable by the users from within eProcurement.

- Express Purchase Order entry/change

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Please select cancel. The Express PO accounting date will need to be changed to a date within the open period. The Express PO cannot be saved without updating the Express PO accounting date on the Express PO Header page.

- Receipt Entry – No Impact to the process

- Quick Entry – No Impact to the process

FUNCTIONAL AREA - ORDER TO CASH:

- Bill entry – when changing the Status to 'RDY' – Ready to Invoice

Message or Error Displayed:

The Accounting Date xxxx-xx-xx is not open. You may not save this bill as Ready.

What to do:

The Invoice Date and Accounting date will need to be changed to the current date.

- **Change Status of Bills process**

Message or Error Displayed:

When reviewing the PDF report numbers of Bills changed from New to RDY, it will be 0.

What to do:

The invoice date and accounting date will need to be changed to the current date on the bill header in the Standard Billing page.

- **Revenue Refund Voucher-Regular entry and Single Payment Voucher**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. Open Period can be maintained in Open Period Update page. OK/Cancel

What to do:

Please select cancel. The accounting date will need to be changed on the voucher invoice Information tab to a date within the open period.

FUNCTIONAL AREA – GENERAL LEDGER:

- **Create/Update Journal Entries**

Message or Error Displayed:

Journal Date XXXX-XX-XX is not within the open period: fiscal year XXXX period XX to fiscal year XXXX period XX. OK or Cancel

What to do:

If the journal was not intentionally dated in the future, it will need to be deleted and recreated (since the journal date cannot be changed on a saved journal). Local users cannot delete journal entries. Please contact staff within the Department of Budget and Finance for assistance.

DISTRICT COURT HEADQUARTERS USERS:

- **Quick Invoice Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, you will see in the message log, "Vouchers processed with entry status recycle: X".

By clicking on the error triangle within the voucher, you will see "Accounting Date is not in Open Period." OK or Cancel.

What to do:

Please select cancel. The accounting date will need to be changed on the Voucher Invoice Information tab to a date within the open period.

DEPARTMENT OF PROCUREMENT CONTRACT AND GRANT ADMINISTRATION (DPCGA) USERS:

PROCURE TO PAY:

- **Purchasing Requisition entry/change**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Please select cancel. The Purchasing Requisition accounting date will need to be changed to a date within the open period. The Purchasing Requisition cannot be saved without updating the Purchasing Requisition accounting date on the Purchasing Requisition Header page.

- **Corporate Purchase Order entry/change**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Please select cancel. The Corp. PO accounting date will need to be changed to a date within the open period. The Corp. PO cannot be saved without updating the Corp. PO accounting date on the Corp. PO Header Details page.

DEPARTMENT OF BUDGET AND FINANCE USERS:

PROCURE TO PAY:

- **Non Est Voucher Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, you will see in the message log, "Vouchers processed with entry status recycle: X".

By clicking on the error triangle within the voucher, you will see "Accounting Date is not in Open Period." OK or Cancel.

What to do:

Please select cancel. The accounting date will need to be changed on the Voucher Invoice Information tab to a date within the open period.

- **Traffic Voucher Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, you will see in the message log, "Vouchers processed with entry status recycle: X".

By clicking on the error triangle within the voucher, you will see "Accounting Date is not in Open Period." OK or Cancel.

What to do:

Please select cancel. The accounting date will need to be changed on the voucher invoice Information tab to a date within the open period.

- **Interpreter Voucher Build**

The user does not enter an accounting date on the interpreter entry screen and when the voucher is built, the accounting date defaults to the current date, therefore, no errors should occur.

ORDER TO CASH:

- **Enter a Regular Payment/Deposit**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for JUD36 is from xxxx to xxxx.

What to do:

The Deposit date will need to be changed to a date within the open period.

- **Load Daily Treasury File**

Message or Error Displayed:

The Journal will be in Error Status. Accounting Period closed.

What to do:

The accounting period will need to be opened. Please complete a help desk ticket.